

PARKS SUPERVISOR I

DEFINITION

Under general supervision, supervises skilled and unskilled workers in the construction, alteration, maintenance, program management, and repair of parks, landscaped areas and recreational facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Parks Supervisor II.

Provide first-line supervision, training, and evaluation of skilled and unskilled workers in the construction, alteration, maintenance, and repair of parks, landscaped areas, and recreational facilities.

DISTINGUISHING CHARACTERISTICS

Parks Supervisor I is the first-line field supervisory class in the Parks Supervisor series. Parks Supervisor I is distinguished from the Parks Supervisor II class in that incumbents of the latter administer assigned programs of the Parks Division including special events and recreational programs within Parks facilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following)

Supervises the construction, maintenance, alteration, and repair of parks, recreational facilities, median islands, and other City owned landscaped areas.

Schedules and assigns employees and equipment to meet varying requirements.

Assures the effective use of time, material, and equipment.

Consults with the public regarding matters concerning the Parks Division.

Initiates necessary repairs, planting, and other improvements.

May supervise the street tree planting operation.

Develops and conducts safety training programs and enforces safety precautions, including CAL-OSHA requirements.

Trains and evaluates the performance of subordinates and recommends hiring, promotions, and discipline.

Estimates and submits requisitions for necessary supplies and materials and maintains accurate records.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques, materials, tools, and equipment used in the care and construction of parks and recreational facilities.

Occupational hazards and safety precautions including pertinent CAL-OSHA requirements.

Effective supervision principles and practices.

Ability to:

Supervise, train, and evaluate small crews engaged in park maintenance and improvements

Read and interpret plans, specifications, and blueprints.

Establish and maintain effective working relationships with fellow employees, officials, and the general public.

Develop and conduct effective training and safety programs.

Maintain accurate and concise records.

Prepare oral and written reports.

MINIMUM QUALIFICATIONS

Experience:

One year of progressively responsible supervisory experience in the area of Parks and Recreation. Additional qualifying experience may be substituted for the required education on a year-for-year-basis.

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Parks & Recreation Administration, Parks Planning, Horticulture, Landscaping, or closely related field.

Necessary Special Requirement(s):

Possession of a valid California Driver's License at time of appointment and maintain the license for the entire term of employment in this class.

APPROVED: _____
Personnel Director

DATE: _____